



ATTESTATION FORM

(to be completed by school staff and filed in OSR)

Legal last name: _____	PowerSchool #: _____
Legal first name: _____	OEN # (if available): _____
Date of Birth: _____ Grade: _____ <small>yyyy-mm-dd</small>	Country of Birth: _____
Province/Territory of Birth (if Canada): _____	Citizen of: _____

Documentation must be presented and reviewed. Do not photocopy or retain any documents for Section 1, 2 and 3.

1. Proof of Age

1 documents required – refer to **Appendix A of TDSB Procedure PR518 - Admission Eligibility Requirements ("PR518")**

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Refugee Claimant Documentation |
| <input type="checkbox"/> Passport/Citizenship Card | <input type="checkbox"/> Permanent Resident Card / Confirmation of Permanent Residence |
| <input type="checkbox"/> Baptismal Record | |
| <input type="checkbox"/> Other*: _____ | |

2. Proof of Address (School Boundary Requirements)

2 documents required – refer to **Appendix C of TDSB Procedure PR518 - Admission Eligibility Requirements ("PR518")**

- | | |
|--|---|
| <input type="checkbox"/> Lease/Rental or Purchase & Sale Agreement | <input type="checkbox"/> Utility Bill received by mail (water, hydro, gas, home phone, cable, internet) |
| <input type="checkbox"/> Property Tax Bill | <input type="checkbox"/> Income Tax Assessment (Most recent) |
| <input type="checkbox"/> Recent correspondence from a Municipal, Provincial or Federal Government Agency | |
| <input type="checkbox"/> Other*: _____ | *Other document must be listed as acceptable under Appendix D of PR518, Driver's License not accepted |

3. Proof of Canadian Citizenship or Eligible Immigration Status and First Entry into Canada

Each student will fall under **only one** of the three categories listed below. Check off the document presented and reviewed. Refer to **Appendix D, PR518** for a full list of accepted documents. This section also confirms date of entry into Canada for ESL funding for students that arrived from a non-English speaking country in the past four years. Date of entry is the date that the student entered Canada to live, not a previous visit/vacation. Check off the document presented, and enter the date on the document.

Canadian Citizens

- | | |
|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Canadian Citizenship Card or Certificate |
| <input type="checkbox"/> Valid Canadian Passport | <input type="checkbox"/> Other: _____ |

Permanent Residents / Landed Immigrants

Original date of first entry to live in Canada: _____ Date of Entry Stamp in Passport: _____

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Confirmation of Permanent Residence | Date of Permanent Residency: _____ |
| <input type="checkbox"/> Permanent Resident Card | Date of Permanent Residency: _____ |
| <input type="checkbox"/> Permanent Resident Stage One Approval Letter | Date of letter: _____ |

(Note: If a pupil has just started the process of applying for permanent residency, they must be referred to the Admissions Office)

Other Immigration Status

Original date of first entry to live in Canada: _____ Date of Entry Stamp in Passport: _____

- | | |
|---|--|
| <input type="checkbox"/> Documentation from IRCC confirming Refugee Status | Date of Entry (stamped on document): _____ |
| <input type="checkbox"/> Consideration of Eligibility (Convention Refugee) | Date of Entry (stamped on document): _____ |

(Note: If a pupil has just started the process of applying for refugee protection with IRCC, they must be referred to the Admissions Office)

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Parent on Work Permit | Work Permit Expiry Date: _____ |
|--|--------------------------------|

4. Guardianship or Custody Documents (If Not Applicable, Proceed to Section 5)

Is there a legal document that sets out custody and access to the student?

- Yes (complete this section and retain documentation in OSR) No / Not Applicable (proceed to Section 5)

If there is a guardianship or custody agreement, the student should fall under one of the categories listed below. **Refer to Appendix B, PR518 for more information.** If you encounter a situation that does not fall into one of the categories below, or if you are unsure or have any questions, please call the TDSB Admissions office to confirm pupil eligibility: 416-395-8120.

1. Student is under 18 and living with a guardian who is their immediate family (parent, grandparent, brother, sister or aunt/uncle related by blood) and that guardian resides in the school’s boundary. Check this box if this applies, and that a written agreement (i.e. Guardianship Agreement) stating that the guardian is assuming full responsibility for the student’s education is provided. A copy of that agreement must be retained in the OSR.

2. Student is under 18 and living with a custodial parent. Indicate agreement presented and retain copy in OSR:
 - Custodial Court Order
 - Separation Agreement/Contract Other (Specify): _____

3. Student in the care of one of the following agencies (must present official letter and retain copy in the OSR)
 - Children’s Aid Society Jewish Family and Child Services
 - Catholic Children’s Aid Society Native Child and Family Services
 - Other (Specify): _____

5. Signature: School Administration

I verify that I have seen all of the documents listed above personally. I have ensured that all information on the attestation form is complete and accurate.

School Admin Signature: _____

Print name
Signature
Date

This form and the information contained within it will be maintained in the Ontario Student Record (OSR).

<u>ONLY TDSB ADMISSION OFFICE TO VERIFY</u>	
<input type="checkbox"/> Diplomat Worker <input type="checkbox"/> Parent on Religious Work <input type="checkbox"/> Canadian Forces Permit <input type="checkbox"/> Parent on Study Permit or Acceptance Letter confirming parent will be a full-time student in Ontario (retain copy in OSR) Verify that parent is enrolled in a degree, diploma or certificate program that consists of at least 2 semesters with at least 600 hours of instruction. <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other: _____	Date Signed/Arrival: _____ Expiry Date (if applicable): _____
POWERSCHOOL CATEGORY: _____	

Notice of Collection and Use of Personal Information

Personal information on this form is collected under the authority of sections 58.5(1), 170(1), 265(1) of the Education Act, R.S.O. 1990, c.E.2, as amended and retained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56. This information will be used by school administration to establish the Ontario Student Record, and for student education related purposes such as registration, administration, communication and data reporting. Student information is also used by the Ontario Ministry of Education and by EQAO [Education Quality and Accountability Office] for education related purposes. Questions or concerns about this collection should be directed to the Privacy Office, Toronto District School Board, 1 Civic Center Court, 4th Floor, Etobicoke Ontario, M9C 2B3 or (416)394-2344.